

ADMINISTRATIVE

INTERNAL USE ONLY

Rec. Mgmt. 272  
Sub. Supply  
+ Equip.

Chief Supply Division. O/L

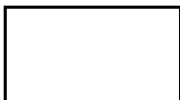
13 August 1963

Station: [redacted] (S MCB)  
1200 W. Ave  
CIA Records Administration Officer/DDS

Disposal of Filing Equipment

1. In accordance with request received from [redacted] we have reviewed the items on the attached Report of Inventory Adjustments (Form 390) and present our comments regarding their disposal.
2. During this review we contacted 16 Agency Records Officers, representing as many offices, to determine if there was a need, either now or in the immediate future, for any of the listed items.
3. We learned through these calls that the ADP Staff will need 30 tabulating card, combination lock cabinets as described in item 5. We call this to your attention as this will reduce your stock level of this item from 40 to 10. With the exception as described in paragraph 4 there was no further interest shown in the other items.
4. In accordance with our proposal, Mr. Donald Simon, Chief of the Records Management Division, Department of State, has been in touch with [redacted] and has informed him that State could use all 327 letter size filing cabinets described under items 3 and 4 of the report.
5. It is understood, through phone conversation with [redacted] that all items listed for disposal have been evaluated as being in condition 2 or 3. It is further understood that the disposal of these items will not deplete our supply of these types of filing equipment. Based on current inventory figures and issues for the past year the Agency should, with the possible exception of item 5, have enough of this equipment in condition 1 and 2 to take care of future needs.
6. Based on comments as contained in this memorandum I concur in the disposal of the items as described.

Attachment



DDS/RAO [redacted] pam (14 Aug '63)

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